

BOARD OF FIRE COMMISSIONERS  
De WITT FIRE DISTRICT, DeWITT, NEW YORK

ORGANIZATIONAL MEETING

JANUARY 12, 2021

Meeting called to order at 6:07 P.M. by Ms. Fusco, Temporary Chairperson.

Pledge of Allegiance was led by Ms. Fusco.

Mr. Schultz noted that Mr. Militi was elected, and the Oath of Office was administered prior to the meeting and was submitted to the DeWitt Town Clerk.

Mr. Schultz presented the "Proof of Filing" affidavit for the Organizational Meeting notice published in the Syracuse Post Standard.

Motion made by Mr. Karoglanian, seconded by Ms. Scicchitano, to elect Mr. Schultz Chairman of the Board for the year 2021. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Mr. Militi, to elect Ms. Scicchitano Vice Chair of the Board for the year 2021. All Commissioners present voting affirmative. Motion approved.

Mr. Schultz noted that the District is in search of a Fire District Secretary and Records Management Officer for the year 2021. Ms. Fusco will fulfill the duties until such person is found.

There was a discussion regarding the residency of Ms. Fusco who is currently Fire District Treasurer and resides outside the DeWitt Fire District. It was noted that the Board would have to advertise and search for a treasurer that, per Town Law Article 11, Section 175(3), resides within the fire district boundaries. It was determined that Ms. Fusco could maintain her position until a qualified district resident candidate is appointed. A motion was then made by Mr. Schultz, seconded by Mr. Karoglanian, to appoint Kerrie Fusco Fire District Treasurer for the year 2021 or until a district resident candidate is identified. All Commissioners present voting affirmative. Motion approved.

Mr. Schultz stated that due to the virtual meeting it would be difficult for the Board to enter Executive Session to discuss 2021 salaries for non-union employees. This topic was deferred.

Mr. Schultz administered the Oath of Office to the Chief of Fire, Deputy Chief, and Fire District Treasurer.

Motion made by Ms. Scicchitano, seconded by Mr. Karoglanian, to appoint Randy Ray, P.O. Box 731, Baldwinsville, NY 13027 as legal counsel to the DeWitt Fire District for the year 2021. All Commissioners present voting affirmative. Motion approved.

Blanket Theft Coverage with ESIP covering the District against theft by all employees was discussed. Mr. Schultz reviewed that the District is covered up to \$4,000,000. Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to keep the coverage at that level.

Motion made by Mr. Karoglanian, seconded by Mr. Vander Molen, to designate Solvay Bank as the depository for Fire District funds, with the total amount of \$6,100,000. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Karoglanian, seconded by Mr. Militi, to grant primary check signing authority to Chief Green and Ms. Scicchitano. Ms. Fusco will be second signer for checks over \$2,500 or checks under \$2,500 on an emergency basis only. All Commissioners present voting affirmative except Ms. Scicchitano who abstained. Motion approved.

The DeWitt Fire District Investment policy was reviewed prior to the meeting. Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to approve the Investment policy amended January 20, 2020. All Commissioners present voting affirmative. Motion approved. (Addendum "A")

The DeWitt Fire District Purchasing policy was reviewed prior to the meeting. Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to approve the Purchasing policy amended January 14, 2020. All Commissioners present voting affirmative. Motion approved. (Addendum "B")

The DeWitt Fire District Travel, Administrative & Miscellaneous Policy was reviewed prior to the meeting. Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to approve the Travel policy dated February 4, 2016. All Commissioners present voting affirmative. Motion approved. (Addendum "C")

The DeWitt Fire District Drug and Alcohol Policy were reviewed prior to the meeting. Motion made by Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to approve the Drug and Alcohol Policy for the volunteer members dated January 3, 2014. All Commissioners present voting affirmative. Motion approved. (Addendum "D")

The DeWitt Fire District Electronic Banking Policy was reviewed prior to the meeting. Motion made by Mr. Vander Molen seconded by Mr. Karoglanian, to approve the Electronic Banking Policy as amended to include directives from Solvay Bank and dated January 5, 2016. All Commissioners present voting affirmative. Motion approved. (Addendum "E")

The DeWitt Fire District Corrective Action Offenses were reviewed prior to the meeting. Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to approve the Corrective Action Offenses with no changes and dated January 6, 2015. All Commissioners present voting affirmative. Motion approved. (Addendum "F")

The DeWitt Fire District Controlled Substances Operational Plan was presented. Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to approve the Controlled Substance Operational Plan as amended. All Commissioners present voting affirmative. Motion approved. (Addendum "G")

The DeWitt Fire District Ethics, Anti-Discrimination, Workplace Violence and Sexual Harassment Policies were reviewed prior to the meeting. Motion made by Mr. Vander Molen seconded by Mr. Karoglanian, to approve these policies with no changes. All Commissioners present voting affirmative. Motion approved. (Addendum "H, I, J, K")

Mr. Schultz appointed the following people to the standing committees:

	<u>Primary</u>	<u>Secondary</u>
Finance	Mr. Militi	Mr. Schultz
Building/Grounds	Mr. Karoglanian	Mr. Militi
Personnel/Staff	Mr. Schultz	Mr. Karoglanian
Long Range Plan	Ms. Scicchitano	Mr. Schultz
Apparatus	Mr. Vander Molen	Vacant
Legal	Ms. Scicchitano	Mr. Vander Molen

The Service Award Program Directors were reviewed. Motion made by Mr. Militi, seconded by Mr. Schultz, to appoint Ms. Scicchitano, Mr. Vander Molen, and Mr. Karoglanian as Directors for 2021. All Commissioners present voting affirmative. Motion approved.

Mr. Schultz stated that fiscal year 2019 was the last year of the District's contract with Grossman St. Amour CPA's PLLC. The District will go out to RFP in 2021 for external audit services.

Motion made by Ms. Scicchitano, seconded by Mr. Vander Molen, to authorize the Fire District Treasurer to pay repetitive bills as allowed by Town Law. (Addendum "L") All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Militi, seconded by Mr. Vander Molen, to authorize the Treasurer to pay the current IRS mileage rate of \$.56 per mile and the IRS per diem meals rate (destination dependent) for travelers. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Ms. Scicchitano, to hold the regular Board meetings for the year 2021 on the second Tuesday and the fourth Tuesday of each month, except June, July and August when meetings will take place on the fourth Tuesday only, at the DeWitt Fire District Headquarters located at 4500 E. Genesee St, DeWitt, NY 13214 at 6:00PM. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Militi, seconded by Mr. Karoglanian, to designate the *Post-Standard* and the *Community Media Group (Eagle Bulletin)* as the official newspapers of the DeWitt Fire District for year 2021. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Ms. Scicchitano, to approve membership in the Association of Fire Districts of the State of New York, the Central Region Fire District Association, the New York State Association of Fire Chiefs, the International Association of Fire Chiefs, Career Fire Chiefs of New York State, the National Fire Protection Association and the International Society of Fire Service Instructors for the year 2021 and to authorize the Fire District Treasurer to pay the respective annual dues for these memberships. All Commissioners present voting affirmative. Motion approved.

The DeWitt Fire Department Inc. did not submit any nomination for Deputy Chief; therefore, there was no action by the Board on this position.

Motion made by Mr. Vander Molen, seconded by Mr. Karoglanian, to appoint Upstate Emergency Medicine to the position of DeWitt Fire District Medical Director for the year 2021, with compensation of \$5,000.00 for the calendar year. All Commissioners present voting affirmative. Motion approved.

Chief Green recommended the following appointments, and a motion was made by Mr. Karoglanian, seconded by Ms. Scicchitano, to appoint Lt. James Pienkowski Training Officer, Lt. Michael O'Connor Director of Medical Operations, FF Andrew Boyle Emergency Vehicle Technician and the following individuals as Municipal Fire Instructors; Capt. Scott Kehoe, FF Derek Natoli, Lt. Valerie Flemming and Lt. Michael O'Connor for the year 2021. All Commissioners present voting affirmative. Motion approved.

With no further business before the board, a motion to adjourn was made by Mr. Militi and seconded by Mr. Vander Molen, All Commissioners present voting affirmative. Motion approved. Meeting adjourned at 6:23 PM.

MEETING ATTENDANCE (virtual):

Commissioners: Schultz (Chair), Karoglanian, Militi, Scicchitano, and Vander Molen. Chief Green, Treasurer Fusco, FF Natoli, FF Pienkowski, FF Karasek, DFD President Steinberg.

Respectfully submitted,  
Kerrie A. Fusco  
Acting Secretary  
January 12, 2021